

## Integrative Cancer Research Special Interest Group Teleconference

### Gene Annotation SIG Meeting Minutes

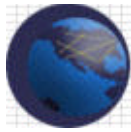
<b>Date, Time &amp; Location:</b>	September 2, 2004 3:00 – 4:00 EDT																																		
<b>Attendees:</b>	<table><tr><td>Kutbuddin</td><td>Doctor</td><td>Burnham Institute</td></tr><tr><td>Ed</td><td>Frank</td><td>Argonne National Lab</td></tr><tr><td>Gopal</td><td>Gopienatho</td><td>Cold Spring Harbor</td></tr><tr><td>Mike</td><td>Keller</td><td>Booz Allen Hamilton</td></tr><tr><td>Brian</td><td>Pittman</td><td>Institute For Cancer Prevention</td></tr><tr><td>John</td><td>Rux</td><td>The Wistar Institute</td></tr><tr><td>Craig</td><td>Street</td><td>University Of Pennsylvania</td></tr><tr><td>Baris</td><td>Suzek</td><td>Georgetown University</td></tr><tr><td>Cathy</td><td>Wu</td><td>Georgetown University</td></tr><tr><td>Edith</td><td>Zang</td><td>Institute For Cancer Prevention</td></tr><tr><td>Claire</td><td>Zhu</td><td>Booz Allen Hamilton</td></tr></table>		Kutbuddin	Doctor	Burnham Institute	Ed	Frank	Argonne National Lab	Gopal	Gopienatho	Cold Spring Harbor	Mike	Keller	Booz Allen Hamilton	Brian	Pittman	Institute For Cancer Prevention	John	Rux	The Wistar Institute	Craig	Street	University Of Pennsylvania	Baris	Suzek	Georgetown University	Cathy	Wu	Georgetown University	Edith	Zang	Institute For Cancer Prevention	Claire	Zhu	Booz Allen Hamilton
Kutbuddin	Doctor	Burnham Institute																																	
Ed	Frank	Argonne National Lab																																	
Gopal	Gopienatho	Cold Spring Harbor																																	
Mike	Keller	Booz Allen Hamilton																																	
Brian	Pittman	Institute For Cancer Prevention																																	
John	Rux	The Wistar Institute																																	
Craig	Street	University Of Pennsylvania																																	
Baris	Suzek	Georgetown University																																	
Cathy	Wu	Georgetown University																																	
Edith	Zang	Institute For Cancer Prevention																																	
Claire	Zhu	Booz Allen Hamilton																																	
<b>Introduction</b>	<b><u>Roll-call, open meeting, review meeting goals</u></b> <ul style="list-style-type: none"><li>- Review discussion of last meeting</li><li>- Review discussion of face-to-face meeting and discussion of next step</li><li>- Set agenda for next SIG meeting</li></ul>																																		
<b>Review Discussions</b>	<b><u>Review discussion of last meeting</u></b> <ul style="list-style-type: none"><li>- The group had presentations of FunctionExpress (Wash U) and GOMiner (NCI). These tools are complimentary and it was interesting to consider them from the perspective of a more global caBIG use case.</li></ul> <b><u>Review discussion of face-to-face meeting and discussion of next step</u></b> <ul style="list-style-type: none"><li>- Follow up on the request from Patrick McConnell, who is the liaison to the Architecture workspace.<ul style="list-style-type: none"><li>o Call for use cases that represent how users would want to interact with data in this domain.</li><li>o The goal is to help Architecture group to define what are the architectural issues that are relevant across ICR domains.</li><li>o Patrick has put together an example of a use case based on the Duke Rroteomics project, which Juli has emailed to everyone.</li><li>o In Patrick's example, three scenarios were presented: 1. how the data are being used currently, 2. how the data will be used at the end this project, when the software approaches the Silver level of compatibility, 3. how the data will be used in a more integrated environment, where applications can be truly interoperable.</li><li>o Call for this group to put together similar use cases, towards the goal of informing the Architecture group the needs and goals of this SIG in both the short-term and long-term.</li><li>o Time frame for submission of the use cases is aimed at September</li></ul></li></ul>																																		



## Integrative Cancer Research Special Interest Group Teleconference

17<sup>th</sup>, 2004, approximately 2 weeks from today.

- From whose perspectives the use cases should be written? (A question came up at yesterday's Microarray meeting)
  - It is important to represent BOTH end users' and software developers' points of views.
- To whom should the use cases be submitted? (Cathy Wu)
  - All use cases should be submitted to Juli. She will forward them to the Architecture group.
- One important request that came up on the Day1 meeting regarding the caBIG compatibility issues was the need to access cross-cutting workspaces in the very early stage of project development. Juli has been talking with the cross-cutting workspace leads on this.
  - Juli suggested that one point person be assigned to each SIG. There were concerns about whether this arrangement would provide enough project support, and also whether this would put too much burden on a single person, generating a bottleneck.
  - One solution is to make sure that each point person is assigned to a reasonable number of projects. In the case of this SIG, the number of projects may call for more than one point persons.
  - John Rux (Wistar) suggested seeking feedback from cross cutting workspaces regarding their workloads and the appropriateness of the assignments.
  - Isn't it the case each workspace already has liaisons to other workspaces? (Cathy Wu)
    - The current liaison role is limited to communications. We are looking to a more operational role.
- Juli suggested that each SIG appoint a SIG lead to take responsibilities and to drive coordination activities across all projects within each SIG. The gene specification issue debated at the face-to-face meeting is a good sample where cross-projects coordination is necessary to reach a consensus.
  - What are the issues need to be coordinated? Maybe it's better to assign people to specific issues, rather than having one person dealing with all issues. (John Rux)
  - Edith Zang pointed out that each project will have a team associated with it, and that team should be assigned to a point person from the cross cutting workspaces.
  - Juli suggested that the group get started with John's model, appointing people on volunteer bases when an issue arises, and see how this works out.
  - Edith Zang suggested that the SIG lead role could be assigned on rotation basis.
  - Not every issue that comes up will be of equal importance. The beauty of the volunteer model John suggested is that the willingness of volunteers to take on particular issues is itself an indication of the importance of that issue. (Ed Frank)
  - In addition to internal coordination within SIGs, it is important to think



## Integrative Cancer Research Special Interest Group Teleconference

Other Items Discussed	about cross-SIG coordination as well. An example for this is the gene name issue, which is relevant to this SIG, as well as to the Microarray SIG.			
	<ul style="list-style-type: none"><li>- Mechanisms of communication<ul style="list-style-type: none"><li>o In addition to SIG teleconferences and emails, the caBIG forum is a very effective way of communication.</li><li>o The forum is currently under utilized.</li><li>o John suggested that Juli starts posting meeting notices and agendas to the forum to increase awareness of the forum.</li><li>o Are educational resources available on the forum? (Craig Street)<ul style="list-style-type: none"><li>▪ Currently, the forum is not used in this way. But it has the potential to do that.</li></ul></li><li>o How is the forum moderated?<ul style="list-style-type: none"><li>▪ One needs to obtain a user name and a password to post on the forum. Anyone who does not have a user name and a password, let Juli know.</li></ul></li><li>o Can a poster remove a posting? Does the forum have auto-limit, auto-retire/delete/archive functions?<ul style="list-style-type: none"><li>▪ Juli will find out more about the usage of the forum.</li></ul></li></ul></li></ul>			
Action Items	Name Responsible	Action Item	Date Due	Notes
	John Rux, Harold Riethman, Juli Klemm	Catalyzes the usage of online forum by posting relevant materials to the forum	9/15/04	
	Juli Klemm	Set up user name and password for people who don't already have them; follow up on forum usage like cleanup, auto limit, auto retire/delete/archive, etc.	Ongoing	
	Juli Klemm	Distribute meeting minutes	9/14/04	